



★AVAILABILITY OF MAJOR COMMAND COMMANDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFPD 51-6, *Civil Law Policy for Organization*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to HQ USAF, all MAJCOMs, and the Air Force Operations Group. This publication does not apply to the U.S. Air Force Reserve or the Air National Guard.

SUMMARY OF REVISIONS

This revision requires the commanders' command center to maintain the location of its commander; changes all references from Air Force Operations Support Center to the Air Force Operations Center; changes all references from AFOSC to AFOC; deletes the Superintendent, Air Force Academy; adds a requirement to initially notify AFOC by voice of any unscheduled departure of an identified commander; revises the classification guidance for itineraries; redefines concurrent absences procedures; authorizes immediate precedence for notifications of unscheduled departures; requires itineraries to use Zulu times instead of local times. Due to the significant changes in volume and content, users are advised to thoroughly review this entire instruction. As virtually every part has changed, no special markings are used to annotate changes.

1. Terms.

- 1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.
- 1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.
- 1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

2. Policy of Commander's Availability.

- 2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.
- 2.1.2. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.
- 2.1.3. HQ USAF must be able to contact commanders or their designated alternates, at all times.
- 2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

3. Commander Availability.

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3.1. The commanders or alternates of the following commands must be available within 15 minutes:

- Air Combat Command.
- Air Mobility Command.
- United States Air Forces in Europe.
- Pacific Air Forces.
- Air Force Special Operations Command.
- Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available within 1 hour:

- Air Force Materiel Command.
- Air Education and Training Command.

4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTODIN) message, priority precedence (Message address is: AFOC WASHINGTON DC). This itinerary will be completed and transmitted by any agency the commander directs.

- A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.
- Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.
- The name and telephone number of their designated alternate.

4.2. Unscheduled Departure: When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

4.3. Reporting Departures: Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

4.4. Responsibilities of the Designated Alternate: The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4 above.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. Twenty-four hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-614-6062 DSN: 224-6062

AFOC (Secure/STU-III) -- Commercial: 703-697-6784 DSN: 227-6784

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable. Consolidated reports will be classified confidential and declassified on the day following the last day of travel identified in the report.

7. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program)*; *Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

8. Minimize Consideration. Requirements of this instruction apply under MINIMIZE.

JOHN P. JUMPER, Lt General, USAF
DCS/Air and Space Operations